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WOZQ CHARTER

ARTICLE I: PURPOSE

WOZQ is an FM, educational radio station, and with this in mind, shall endeavor to provide a means of communication and education for members of the Smith College community and for residents of the Northampton area. This station will make an enduring commitment to the Smith College community, and at all times the primary duty of WOZQ will be to serve the needs of and desires of this community, as well as that of Northampton. This station also realizes its duty to conform with the regulations of the FCC, and to uphold the principles of responsible journalistic practice.

ARTICLE II: MEMBERSHIP

A. Membership shall be awarded to any Smith student or faculty member whose qualifications for broadcasting comply with those established by the FCC. Membership shall also be awarded only when those wishing to broadcast have received a third class broadcasting permit from the FCC, and have been trained by qualified WOZQ board members as to WOZQ's specific policies. In support of the cooperation among the five valley colleges, membership will also be extended to students at the University of Massachusetts at Amherst, Amherst College, Hampshire College and Mount Holyoke College. In support of the cooperation with the town of Northampton, residents and members of the surrounding communities may also apply for membership. Priority, however, will be given to Smith members in broadcast scheduling. The Program Director will, however, take into consideration the amount of broadcast experience off-campus DJs have when making scheduling decisions. Board positions are open to Smith students only.

B. Every member will be required to attend all of the monthly meetings of WOZQ, unless excused by the secretary. Attendance at these meetings is considered an indication of commitment to the station, and failure to attend two meetings will result in suspension, further violations will result in an automatic loss of membership -- this includes those people who take time off from WOZQ without clearing their absence with the Program Director. The former station member may re-apply for membership the following year.

C. All members of the station are entitled to attend any meetings or conferences pertinent to the station unless the Executive Board unanimously votes to have a meeting closed.

D. Each member of the station is required to do work outside of their radio show itself. This includes an

internship (see appendix) during their first semester as a DJ, and as time slots are awarded on the basis of points, it is recommended that each DJ continue to do some extra work for the station.

E. Any member who violates the official WOZQ guidelines, WOZQ contract, or FCC rules, will be asked to relinquish membership, subject to approval of the Station Manager. Any blatant violations of the above codes will result in immediate dismissal by the Station Manager.

ARTICLE III

The General Board of WOZQ shall consist of the Executive Board and the Managing Board.

A. The Executive Board

1. The Executive Board of WOZQ shall consist of the President, the General Manager, the Program Director, the Business Manager, the Music Director (Sr.), and the Public Relations Director.

2. These members of the Board shall be charged with overseeing the routine functioning of WOZQ. The Executive Board shall meet once a week to discuss current operations of WOZQ, including initiating new projects, problems in operations, and general policy.

3. The Executive Board as a whole shall be charged with making decisions about projects and problems, and with reevaluating the Charter and making necessary updates to the station Guidelines each year.

4. The Executive Board will make these decisions by unanimous vote.

5. The Executive Board shall also be charged with selecting new DJs, and voting on suspension and termination of DJs who have violated WOZQ policies.

6. The individual members of the Executive Board shall oversee the operations of their departments, and shall ensure competency and efficiency by those departments. When necessary they shall recommend changes in the managing board.

7. Each Executive Board Member shall ensure communication within their department, that their department meets regularly, is adequately trained, and provide additional help when necessary.

8. Each Executive Board member shall be aware of operations in other departments, and shall keep the rest of the Executive Board informed of operations in her department, including changes and additions to the Department Guidelines.

9. The Executive Board shall be charged with informing the Managing Board of their decisions, and ensuring that the Managing Board has an opportunity for input and, when necessary, a re-vote.

10. The Executive Board may appoint additional non-voting members to the Managing Board to work on Special Projects by a unanimous vote.

a. These positions may be held by off-campus students.

b. Station members interested in these positions must submit a written application stating the purpose and duties of their proposed position.

B. Managing Board

1. The Managing Board shall consist of work under the Executive Board Positions as described below.

a. Technical Director (under Station Manager)

b. News Director and Personnel Director (under Program Director)

c. Fundraising Director and Special Events Director (under Business Manager)

d. Music Director (Jr.) and Specialty Programs Director (under Music Director)

e. Publicity Director, and Traffic Director (under Public Relations)

2. These members of the Managing Board shall be charged with the routine functioning of their offices. They shall meet with the Executive Board a minimum of once a month.

3. They shall meet with the head of their department at least once a month and provide a monthly update on their position.

4. They shall provide DJs with internships, and monitor those interns.

5. They shall follow the guidelines for their position, and when their positions entail work not previously described in the guidelines, or changes to those guidelines, they shall provide their department head with this information to ensure that it is noted in the next edition of the guidelines.

6. When meeting with the Executive Board, the General Board may motion to re-vote on the decisions of the Executive Board. If the motion is seconded, the issue will be discussed by the Board. The initial decision may be overturned by a 2/3 majority vote of the Board in this second vote.

ARTICLE IV. REQUIREMENT OF EACH BOARD MEMBER BY DEPARTMENT

A. Station Manager

1. Will serve as main spokeswoman for the station; all members of the station, including the Executive Board members, shall be directly accountable to the Station Manager.

2. Will preside over all regular business meetings, Executive and General, of the station and act as the Chairwoman on the General Board.

3. Will call WOZQ meetings; has the authority to dismiss members of the station according to Article II, section E of this charter.

4. Will act as liaison between WOZQ and Smith College administration.

5. Will call a meeting of the Executive Board to select a replacement in the event of a resignation or dismissal of a Managing Board member, and a meeting of the General Board to elect a replacement to the Executive Board.

6. Shall receive all complaints and bring these to the attention of the station when necessary.

7. Shall be charged with overseeing the work of the Technical Director.

a. Shall work in conjunction with the engineering consultant, and the station's first class license holder to insure proper functioning of the station's equipment.

b. Shall supervise and help instruct all other station operators in the performance of their technical duties.

c. Shall ensure the competence of each member, through training, and testing in the use of the equipment in conjunction with FCC rules and regulations, and WOZQ Guidelines.

d. Shall review completed operator logs to determine whether technical operation of the station has been in accordance with the FCC rules and terms of station authorization.

e. Shall ensure transmitter inspection occurs at least once every week.

f. Shall research and arrange purchases of additional and replacement equipment and ensure that these repairs and replacements are make with maximum speed and efficiency.

B. Program Director

1. Shall be responsible for all WOZQ broadcasting and shall work to enforce the obscenity policy and to uphold the principles of responsible journalistic practice, but is not legally responsible in the case of a law suit.

2. Shall make the Executive Board aware of any possible violations of the above.

3. Will arrange and award broadcast programming slots on the basis of points at the station, set times for broadcasts, and control the subject matter for broadcasting over the air.

4. Shall work with the Personnel Director to keep a written record of all DJs, their cumulative points, type of show, and any warnings they have received. Once a dj has received three warnings, the Program Director shall notify the Executive Board who shall suspend the DJ.

5. Shall be responsible for keeping a written record of all DJs' time slots, and distributing the information to all DJs. Also, shall work in conjunction with the Public Relations Director or Program Guide Editor on the Program Guide which shall be distributed to the five-colleges, Northampton, and Amherst to publicize WOZQ programming.

6. Shall be responsible for monitoring substitutes and absenteeism of DJs, and assume all responsibility as to regulating this.

7. Shall work with the Specialty Director towards the creation of new specialty shows, and with the Music Director Sr. to keep WOZQ programs in line with current music direction needs.

8. In the event of the absence or disability of the Station Manager, the Program Director shall assume all responsibilities and duties of requisite to the office of the Station Manager. In this event the Program Director shall become the Station Manager Pro. Tem., to function as such until the Station Manager returns, or a new Station Manager is elected at the yearly election. In this event, the Program Director shall appoint from among the members of the station one to assume the duties of the Program Director, Pro. Tem.

9. Shall be responsible for overseeing the News Department and Intern Director.

10. The News Director

a. will work in conjunction with the Program Director in determining times and frequency of news broadcasts.

b. shall assign news slots to the station members.

c. Will set news format and assure daily news broadcasts.

d. Shall assure quality and depth in news coverage.

e. Shall work in conjunction with the Program Director to establish and maintain special news programming.

f. Shall train all news team members.

g. Shall assume the responsibility of the Station Manager in situations relating solely to the news team, with the approval of the Station Manager.

h. Shall enforce guidelines relating to the news team.

i. Shall be responsible for maintenance and upkeep of AP machine.

11. The Personnel Director

a. Shall be charged with keeping an updated list of all current DJs, and interns' address, phone number, and number of semesters on station.

b. Shall be charged with keeping track of attendance at meetings.

c. Shall be charged with keeping an updated list of internship positions available.

d. Shall be charged with working with other departments to arrange the assigning of interns to departments.

e. Shall keep an updated list of all current interns, and a record of previous interns.

f. Shall take minutes of all WOZQ meetings.

g. Shall ensure these minutes, copies of old & new policies, list of board members, and notification of upcoming meetings are posted in the Station.

h. Shall work with Station Manager to ensure that mailings to station members are done.

C. Business Manager

1. Shall provide the Executive Board with budget updates at each meeting

2. Shall be responsible for overseeing and helping to initiate all fund raising efforts by working with the Fundraising Director and the Special Events Director.

3. The Fundraising Director

a. Shall be charged with overseeing the underwriting project.

b. Shall be charged with overseeing the Party DJ crew, including keeping a careful record of all financial transactions involved, and recruiting and organizing this crew from amongst the station member.

c. Shall be responsible for the WOZQ DJ equipment and records.

4. Special Events Director

a. Shall initiate and organize all other fund raising events including concerts.

b. must organize at least two fundraisers per semester.

5. Shall be responsible for raising the amount of money specified in the yearly budget.

6. Shall be responsible for all financial transactions concerning the station.

7. Shall be custodian of all books and financial correspondence.

8. Shall approve all charges to the account of WOZQ.

9. Shall be responsible for drawing up the station budget with the Station Manager, and attend all budget hearings with the Station Manager.

D. Music Direction

1. Shall have weekly office hours for meeting with DJs, and contacting record companies.

2. Shall be responsible for dividing work with Music Director Jr. and for training the Music Director Jr.

3. Music Director Jr.

a. work under the MD Sr. primarily to make sure all aspects of in-station work get done.

b. shall organize interns for music direction.

c. shall learn the art of being a Music Director.

4. Shall determine necessary additions to the station's record library and have lists of new purchases posted.

5. Specialty Director

a. shall oversee the work of all specialty DJs by holding meetings and organizing these DJs by specialty to work on the following: writing record companies, organizing specialty parts of the music library, getting appropriate concert listings from Traffic Director, promoting individual shows.

b. shall be responsible for dividing up work (i.e. picking up incoming records, making decisions about

which music to keep and which to trade, etc.) with other music directors.

c. shall work with Programming Director to maintain program format: specialty shows during the day (6a.m.-5p.m.) and alternative shows at night (5p.m.-6a.m.)

d. shall recruit specialty DJs by communicating with academic departments (i.e. Spanish/Portuguese, French, German,Italian, Japanese, etc.) and heads of organizations.

e. shall determine necessary additions to the station's record library. Lists of new purchases shall be posted in the station.

f. shall be directly responsible for communication with record companies, retailers, and music journals. This includes mailing a monthly top 40 list, reporting to the trades each week, and making sure there is an updated mailing list of record companies.

g. shall monitor and control record theft, report such incidents to the Station Manager and if possible, catch thieves

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8. Shall monitor and control record theft, report such incidents to the Station Manager and if possible, catch the thieves.

E. Public Relations

1. Shall work to promote WOZQ in the Pioneer Valley and Smith College as an educational alternative radio station.

2. Shall work with area clubs and other avenues as well as record companies to sponsor shows, have concert listings,arrange ticket giveaways, and do interviews with bands.

3. Shall arrange giveaways by WOZQ.

4. Shall arrange interviews by WOZQ.

5. Shall publish WOZQ Program Guide in conjunction with the Program Director. The Executive Board may wish to appoint Special Projects Board Member to be editor.

6. Shall be responsible for Traffic Direction and publicity.

7. Publicity Director

a. Shall distribute promotional material in the 5-college area including the program guide and promotion of fund raising events.

b. Shall encourage area businesses to play WOZQ.

c. Shall work in conjunction with the town of Northampton and others to provide promotional gifts to the station.

d. Shall be responsible for keeping all a file of clippings on WOZQ.

8. Traffic Director

a. Shall take charge of all programming of Public Service announcements and insure accordance with FCC rules of these announcements.

b. Shall coordinate and produce incoming announcements of events on the Smith campus and those submitted to the station by other colleges and groups.

c. Shall be responsible for a general concert listing and helping to arrange listings for specialty shows.

F. Station President

1. Shall fulfill an advisory position on the Executive Board.

2. Will be a non-voting member of the Board except in the event of a tie.

ARTICLE V: METHOD OF ELECTION

A. The election and installation of all new officers of the station shall be held during the first general meeting of April.

B. Election Procedure

1. Election of Executive Board members shall be by preferential secret ballot by a majority of General Board members. Prior to the vote the candidate's application and qualifications will be discussed.

2. All members of WOZQ who are Smith students and have worked in the station for at least one year, or its equivalent elsewhere, or those who have worked on the station one semester, completed an internship and have demonstrated commitment, reliability and broadcasting integrity that is generally recognized by the Board are eligible for nomination and election unless contemplating not being in attendance at Smith for any part of their term.

3. The Station Manager must have worked on the Board for at least one year.

4. The position of President shall be filled by the retiring Station Manager, in the event that she held the position of Station Manager as a junior.

5. It is preferred, but not required that the Music Director, Jr. will assume the position of Music Director, Sr. If this is not possible, an intern who had demonstrated that she is both knowledgeable and comfortable with the position will be nominated.

6. The Station Manager will set the deadline for Executive and Managing Board applications and post a notice to that effect in the station.

a. The Executive Board shall make sure each candidate has the necessary qualifications.

b. Each applicant should specify her top three choices.

7. The Executive Board reserves the right to pre-screen nominees through a written application and interview process especially in the event of more than two candidates running for one position. This decision may be appealed to the General Board by the candidate.

8. The members of the managing board shall be elected by the station as a whole by secret preferential ballot.

ARTICLE VI: AMENDMENTS TO THE CHARTER

This charter may be proposed by the Executive Board and must be approved by a 2/3 vote of the total station, or unanimous vote of the general board at any one of the monthly meeting when it is so moved.

ARTICLE VII. DISMISSALS AND SUSPENSIONS

A. Board Members

1. If a board member's work falls below station standards, or if she is unable to fulfill her position's obligations she may be dismissed from the Board. This process may be initiated by any member of the Executive Board or a petition by 1/3 of the managing board.

2. A 2/3 vote by the general board can remove her from her Board position, but not effect her position as a DJ or a news team member. The Associate Dean of Student Affairs will mediate if necessary. Once this decision has been made, an announcement will be made at the next station meeting, and provisions will be made to replace the office holder.

B. Station Members

1. Station members will be removed by the Station Manager if they do not comply with the corresponding year's official WOZQ guidelines,WOZQ contract, or FCC rules and regulations. The following cases of termination and suspensions should be used as guidelines for future incidents:

a. Blatant violation: immediate termination by Station Manager or 2/3 vote of the E. Board.

b. Minor violations, including not following the obscenity policy, messing up tech log, not reading PSAs, etc. - DJ should be given a warning about each incident, and a copy shall go to the Program Director. Once a DJ has accumulated 3 warnings she shall be automatically suspended for a semester.

c. Minor violations by a DJ who has already been suspended for one semester: Termination.

d. Missing a show: Board may vote to suspend DJ for rest of semester, or have DJ do menial work around the station such as cleaning or filing.

e. Missing a second show: immediate dismissal. This includes DJs who rely on the Program Director to get subs for them.

f. Re-evaluations: at mid-semester and at the end of the semester the individual Board members will re-evaluate shows based on sticking to format, professionalism, and general attitude. If a DJ is not conforming to WOZQ's standards, she will receive a warning, and will continue to receive warnings each week until she improves or is suspended.

ARTICLE VIII: USE OF THIS CHARTER

This charter should be posted in the station at all times, and every member can have a copy if he or she desires. The charter shall be reviewed by the Executive Board prior to mid-February and amend appropriately.

ARTICLE IX: GUIDELINES

A. The WOZQ Guidelines are made up by the Executive Board of WOZQ, according to the best interests of the entire station, in relations with Smith College. They are to be used in training, and amended as necessary by a unanimous vote of the Executive Board.

B. The Guidelines will be divided into three parts and distributed as follows:

1. Training Guide: will consist of basic tech info, show continuity and professionalism tips. Shall be distributed to all new DJs, DJs will be responsible for holding on to their copy during the duration of their time as a DJ.

2. General Guidelines: All WOZQ relevant to DJs, including late-night policy, obscenity policy, internship info, list of Board members and duties shall be distributed to all DJs.

3. Department Guidelines: All information as to the procedures followed by each board position, including how-to's, advice, specifics on duties. A copy shall go to each Executive Board member, and copies of the specific board position guidelines shall go to the corresponding members.

C. All DJs are responsible for being familiar with all the information in the Training and General Guidelines.

ARTICLE X: WOZQ CONTRACT

The WOZQ DJ contract is designed by the Station Manager, and it is to be signed by every station member prior to her debut each school year. The Contract is an agreement to abide by all station policies explicitly stated in the text of the Contract itself.